



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

RESIDENTIAL ALTERATION CHECKLIST

Required

- _____ Property tax folio number (on tax notice or receipt)
- _____ Proof of ownership (deed or current tax bill)
- _____ If suite/land is leased: owner or managing agent must provide notarized letter approving the proposed improvement(s).
- _____ **Zoning** 2 sealed surveys (original) not older than 2 years. (for exterior alterations only).
Plot plan (showing all intended setbacks from property lines and other existing structures) if applicable,
sealed plans if designed by an architect or engineer. highlight area of work
Surveys must show all easements and encumbrances
- _____ **Structural plans** (2 complete sets, sealed by architect / struct engineer)
- _____ **Electrical plans** (2 complete sets sealed by architect / struct engineer) - if applicable)
- _____ **Plumbing plans** (2 complete sets sealed by architect / struct engineer) - if applicable)
- _____ **Mechanical plans** (2 complete sets sealed by architect / struct engineer) - if applicable)
Energy calculations & energy guide form if applicable sealed if supplied by architect or engineer)
- _____ completed building permit application - please note plbg, elect, mech, swim pool are separate applications.
- _____ notarized signature on application
- _____ Disclosure Statement - if submitted as on owner / builder application.
- _____ Contractors - a copy of all applicable licenses (competency & occupational) and
original insurance certificates for workman's comp and general liability
- _____ Application fee of \$30.00 due at the time of permit submittal.